

# School Finance

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## PAYMENT CALCULATIONS

### July Foundation Payment Calculation

#### Proposition C

The payment was based on the 2014-15 weighted average daily attendance (WADA) used in the June Proposition C payment. The August Proposition C payment may use the 2015-16 WADA.

#### Classroom Trust Fund

The payment was calculated using the 2015-16 average daily attendance data (ADA) if the ADA was greater than zero; otherwise, the 2014-15 ADA was used. Adjustments will be made in future months to reflect districts’ 2015-16 data submissions.

Transportation – The payment was based on the June 2016 Transportation payment data and the FY17 Transportation allocation. The August and September payments will also use the June 2016 Transportation payment data.

### 2016-17 ACH Dates

The 2016-2017 Automated Clearinghouse (ACH) transfer dates as provided by the DESE Accounting Section for DESE monthly payments to districts and local education agencies are:

July 21, 2016	January 20, 2017
August 22, 2016	February 21, 2017
September 21, 2016	March 21, 2017
October 21, 2016	April 21, 2017
November 21, 2016	May 22, 2017
December 21, 2016	June 21, 2017

## ANNUAL SECRETARY OF THE BOARD REPORT (ASBR) AND RELATED TOPICS

### 2015-16 Annual Secretary of the Board Report

The 2015-16 Annual Secretary of the Board Report (ASBR) program is available by logging into the DESE Web Applications at <https://apps.dese.mo.gov/weblogin/login.aspx>.

A few reminders for working in the ASBR system:

- A complete list of changes for the 2015-16 ASBR can be located on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/annual-secretary-board-report-asbr>.
- To obtain detailed information regarding the navigation of the ASBR, access to the ASBR, printing options, the file transfer process, etc. please select the ASBR Help Document on the left hand navigational menu.
- Edits can be viewed by selecting the Edits link located on the top portion of the header row. The user will have to select the Edits button and then select the Run Edits button to view the edits.
- All edit errors will be located at the top of the Edit listing. If there are no edit errors the submit button will be enabled. If the district has edit errors generating on the Edits page the submit button will not appear until all errors have been resolved.
- To submit the ASBR select Edits, select Run Edits, if there are no edit errors generating and the user has submit authority the submit button will appear on the top of the Edits page.
- Save often when entering data in the ASBR system.

If the user doesn't have access to the ASBR on the DESE Web Applications menu please contact the district's user manager or complete the login request form at <http://dese.mo.gov/dsm/websystemuserid.htm>.

*The 2015-16 Annual Secretary of the Board Report (ASBR) must be submitted via the Web Applications by the due date of midnight, August 15, 2016, or the September Basic Formula payment will be held until October. Continued delay in submitting the ASBR will result in continued holding of the payment.*

### Professional Development (1%) Money

Section 160.530.1, RSMo, requires districts to spend one percent (1%) of the Basic Formula monies (based on Line 17B of the district's June basic formula calculation) for professional development committee expenditures. A minimum of seventy-five percent (75%) of one percent (1%) of the current year's Basic Formula current apportionment must be spent in the year received for purposes determined by the Professional Development Committee and identified in the professional development plan in relation to a school improvement plan. This is completely separate from professional development that may be required by other programs such as title programs. Expenditures should be recorded to Function Code 2214. Any portion of the other twenty-five percent (25%) of the one percent (1%) not expended during the year must be shown as a part of the restricted fund balance on June 30. See the Missouri Professional Learning Guidelines for more detailed information.

Districts can locate a projection of the 1% PDC expenditure on line 17C of their Basic Formula Calculation. The final required PDC expenditure amount is calculated as of the June payment.

### PDC – 1% Allocation Requirement

The PDC 1% allocation requirement for the 2015-16 school year is available on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports>.

### Transfers – 7%, 5%, and Transportation

The final \$162,326 or 7% x SAT x WADA transfer, the Designated Levy or 5% x SAT x WADA transfer, and transportation transfer are available on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports>. These are the final calculations for the 2015-16 year.

## 2015-16 Audit Confirmation Report

The 2015-16 Revenue Audit Confirmation Report provides a summary of all the payments made to the district during the 2015-16 year and is available on the district's Payment Transmittal or at the web site listed below. The totals on the report should correspond to the district's records for each type of revenue received from DESE. Amounts received at times other than the regularly scheduled monthly payments (off-line payments) are not included on the audit confirmation. If an Annual Secretary of the Board Report (ASBR) revenue edit is generated and the difference is due to an "off-line" payment, describe the payment and the amount in the Remarks section of the ASBR. A remark may also be necessary if an edit is generated because the district refunded monies to the state.

To print a copy of the Audit Confirmation Report, go to public applications on the DESE Web Applications website located at <https://k12apps.dese.mo.gov/webLogin/login.aspx> and follow the steps listed:

1. Select "Public Applications" on the login page
2. Select "School Finance" on the page titled user applications
3. You will be directed to a District Select Page
4. Select the district for the audit confirmation you wish to retrieve and hit the select button
5. Select "Reports" on the next page
6. You will be directed to School Finance – Reports page
7. Make sure the year that is showing is the "2015-2016" year and the month is "June"
8. Select the Audit Confirmation link under the section titled Annual Financial Reports
9. Report will open in a new window

The Audit Confirmation can also be accessed from the Payment Transmittal page. When the deposit date or deposit amount has been selected on the Payment Transmittal page there will be an option and the top of the detail page to select the Audit Confirmation report by selecting the hyperlink in the statement "All payments received to date for this fiscal year can be viewed on the Audit Confirmation report".

If the report does not open make sure you do not have a pop-up blocker turned on (select to have the pop-up blocker to allow pop-ups on this site). Also, make sure you are using Microsoft Internet Explorer.

## TAX RATES AND RELATED TOPICS

### Setting 2016-17 Tax Levies

The district should have received the 2016 State Auditor's Office forms for computing the 2016 tax rate ceiling for operations and the debt service maximum levy. These forms should be completed as soon as possible and forwarded through the appropriate channels. Establishing the tax rate ceiling is fundamental in determining the actual adjusted tax levy and the placement of the levy by fund. A tax rate calculator is available on the State Auditor's web page at [www.auditor.mo.gov](http://www.auditor.mo.gov).

A District Tax Reduction Worksheet (more commonly referred to as the Prop C Rollback Worksheet) is available on the web at <http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools>. For those districts completing the Prop C Rollback Worksheet, data for Line 1b (if applicable) may be found on Proposition C Compliance letter which was made available in May. Districts who received voter approval for a full waiver of the Proposition C rollback do not need to complete the Prop C Rollback Worksheet.

The data for Line 2a of the Prop C Rollback Worksheet and the data for Line 14 of the State Auditor's Office tax rate ceiling form can be found on the Proposition C Compliance letter which was made available in May or on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports> and selecting Estimated State Assessed Revenues.

To access the Proposition C Compliance letter, go to public applications on the DESE web applications website located at <https://apps.dese.mo.gov/weblogin/login.aspx> and follow the steps listed:

1. Log in to Web Applications with your userid and password
2. Select "Prop C Compliance" on the page titled user applications
3. Select "District Letter" on the left hand navigational menu
4. Select "Prop C Letter" on the next page

## Estimate of Required Local Taxes Form

The **Estimate of Required Local Taxes** form is available in an Excel file version for districts to enter the appropriate information and print to send to the county(ies) in which the district is located. This Excel file is available at <http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools> for use in filing the district's 2016 tax levies by fund with your county(ies). One form is to be sent to each county clerk in which the school district has assessed valuation. In addition to the summary information filed on the form, the unadjusted and adjusted levies by fund are reported.

The unadjusted levy for operations is defined as the tax rate ceiling for operations minus any voluntary rollback for operations. The tax rate for operations may be placed in the Incidental, Teachers and/or Capital Projects Funds at the discretion of the district. The unadjusted levy for the Debt Service Fund is defined as the State Auditor's calculated tax rate for debt service minus any voluntary rollback (the actual rate levied). The unadjusted and adjusted tax rates for the Debt Service Fund and the Capital Projects Fund are always the same because there is no rollback for Proposition C allowed in these funds.

The adjusted levy for operations is defined as the unadjusted levy for school purposes minus the Proposition C rollback in the Incidental and/or Teachers Fund, as appropriate, plus the Capital Projects Fund levy, if applicable. The total adjusted tax levy equals the adjusted levy for operations plus the adjusted levy for the Debt Service Fund. A district that does not have a Proposition C rollback (i.e., a district with a voter approved full waiver) will set the unadjusted and adjusted levies the same for each fund. Please pay particular attention to the asterisk footnotes on the form.

The information reported to the county(ies) on the **Estimate of Required Local Taxes** should be the same as that reported by the district on Screen 6 of the 2016-17 August Core Data Collection Cycle. If adjustments are made to the levies during the year, please ensure that the appropriate corrections are made with the county, State Auditor's Office and DESE on Screen 6 of Core Data. Direct questions regarding the completion of the **Estimate of Required Local Taxes** Excel file form to the School Finance Section at (573) 751-0357.

## OTHER IMPORTANT REMINDERS AND TOPICS OF INTEREST

### Fiscal Year 2016 Audit Process/Submission

The process for submitting and resolving school district audits became more automated beginning with the FY2014 audit cycle. The Tiered Monitoring system now includes an audit component. For documentation upload instructions please refer to the School Audits website at <http://dese.mo.gov/financial-admin-services/school-audits>.

### June 2016 Cycle Attendance

The June 2016 Cycle Attendance Report is available on the web for district review. To access this report log on to the DESE Web Applications website located at <https://apps.dese.mo.gov/weblogin/login.aspx> and then select Data Collection. Once in the Data Collection system, change the year to 2015-16 and select the Reports option on the left hand side of the page. Select Summary Reports, and then select the desired report (for Attendance Hours Report, select the 2015-16 year, click on Attendance Hours, and then click Get Report to view all buildings). The Attendance Hours Report shows the 2015-16 district attendance hours by grade by building and the average daily attendance for the building and the district. School Finance will contact districts when data quality concerns are noted.

### September Membership Comparison

September Membership reports are available on the web. Log on to the DESE Web Applications Page located at <https://apps.dese.mo.gov/weblogin/login.aspx> and then select Data Collection. Once in the Data Collection system, change the year to 2015-16 and select the Reports option on the left hand side of the page. Select Summary Reports. Two September Membership reports are listed for review. One report, the September Membership Comparison Report (SAR070R), compares September membership as reported by the district for the year selected and the prior year. The other report, September Membership Report (SAR080R), displays only the data for the year selected.

If there is a shift in membership numbers between the 2015 year and the 2014 year, the data indicators may have been reported incorrectly. The September 2015 membership data by county will be reported to each county to be used in various county payments to school districts during the 2016-17 year. The accuracy of the payments is dependent on the accuracy of the membership data. A January Membership report is also available.

Please review the membership data. If reporting errors are found, update the September 2015 membership via MOSIS. Remember, if a change is made to September membership, a corresponding change to enrollment may be necessary.

## SCHOOL GOVERNANCE

### Residency Issues

It is approaching that time of year when students will be registering for school and the district will be dealing with residency issues. It would be advisable, especially for districts with new administrators, to review the district's residency policy and enrollment forms. Additional information on residency, such as an enrollment checklist and residency waiver, can be found on the school governance website at <http://dese.mo.gov/financial-admin-services/school-governance/residency>. If you have questions regarding residency call School Financial and Administrative Services at (573) 751-0357.

### Relative Caregiver

SB 532 was passed by the General Assembly in the 2014 legislative session and signed by the governor on July 9, 2014. This bill became effective on August 28, 2014, and made changes to Sections 431.058, 431.061, and 431.062 RSMo., which has an impact on school districts and residency issues.

The main change is the creation of the role of "relative caregiver". By signed affidavit a person, who is a relative of a child by blood, marriage, or adoption, may enroll that child in school if the child resides with the relative caregiver. The enrollment would have to be in a school within the district where the relative caregiver resides. The relative caregiver can also give consent for medical treatment.

Prior to this legislation, the law, in most situations, required a student to be living in the school district with a parent or legal guardian in order to be able to enroll in school. The school district could waive this requirement for hardship or good cause. The school district is the determiner of what constitutes hardship or good cause.

This legislation adds the relative caregiver to parents and legal guardians as persons who can enroll a student in school. If you have questions regarding this topic please contact Jennifer Jordan at 573-751-0357 or at [jennifer.jordan@dese.mo.gov](mailto:jennifer.jordan@dese.mo.gov).

### Playground Safety

The National Program for Playground Safety provides information to help insure safe playgrounds for schools across the nation. The NPPS website can be found as a link on the school governance web page under school safety or go directly to <http://www.uni.edu/playground>.

### MSPMA Annual State Conference

The annual state conference of the Missouri School Plant Managers Association will be held on September 25 – September 27, 2016, at the Lodge of the Four Seasons at the Lake of the Ozarks. A MSPMA membership form and registration form for the conference have been sent in a separate mailing. Please provide the conference information to the person in your district in charge of facilities. Additional information about the conference can be obtained by calling Mr. Tony Sloan, Executive Director, at (573) 443-0789. Registration and conference information is also available at <http://www.mspma.com/annual-conference.html>.

## SCHOOL TRANSPORTATION

### School Bus Inspections

All Missouri school buses are required to be inspected as follows:

- Within 60 days prior to operating the vehicle during the school year at an official inspection station
- Spring Missouri State Highway Patrol inspection
- School bus drivers are required to perform a daily pretrip inspection.

### **Annual School Bus Driver Training Required**

Missouri law requires that each school bus driver receive at least 8 hours of annual training. This includes regular route drivers, sub drivers, activity and field trip drivers, and school district staff members such as coaches and teachers who drive school buses. Training records should include who attended the training, when the training was provided, and the contents of the training.

### **“Ride-Along” Programs For Bus Drivers’ and Staff’s Children**

DESE periodically reviews concerns relating to so-called “ride-along” programs that allow school bus drivers and other staff to bring their young children on school buses while driving their transportation routes, driving activity and field trips, or acting as chaperons and sponsors.

School buses are licensed pursuant to Sections 301.010 and 302.010, RSMo, solely to transport pupils to and from school or elsewhere for educational purposes. They are not licensed to carry the preschool-age children of the drivers and other staff or any children not enrolled in a school district program.

The current status of Missouri’s governmental tort immunity law makes transportation services an area of critical concern for school districts. Specifically, Section 537.600.1(1), RSMo, provides that governmental tort immunity is expressly waived for:

Injuries directly resulting from the negligent acts or omissions by public employees arising out of the operation of motor vehicles or motorized vehicles within the course of their employment.

This means that public school employees may NOT have tort immunity protection when they are operating motor vehicles. Added to this is the possible distraction of drivers having one or more of their own young children to care for while supervising students on the bus. The Missouri State Highway Patrol has expressed similar safety concerns about driver distraction. DESE recommends that any ride-along program be reviewed with the district’s liability insurance carrier.

## Deputy Commissioner's Comments

### Revenue Trends YTD

	YTD as of June FY15	YTD as of June FY16	Revenue Change	% Change
Individual Income Taxes	\$6,890,815,625	\$7,158,240,866	\$267,425,241	3.88%
Sales & Use Taxes	\$2,014,363,065	\$2,102,633,661	\$88,270,596	4.38%
Corporate Inc. & Franchise	\$558,629,128	\$468,289,023	(\$90,340,105)	-16.17%
Other Collections	\$468,051,582	\$462,571,975	(\$5,479,607)	-1.17%
Increase in Revenue YTD			<b>\$259,876,125</b>	<b>2.62%</b>
Refunds (YTD)	\$1,222,692,108	\$1,404,962,429	\$182,270,321	Refund Change 14.91%
(A decrease in refunds enhances Net Revenue. An increase in refunds diminishes Net Revenue.)				
Actual Net Revenue Status YTD	\$8,709,167,292	\$8,786,773,095	\$77,605,803	<b>.89%</b>

As July reaches its mid-point, preparation for the start of a new school year begins in earnest. It is an exciting time. I hope that all of you have had an opportunity this summer to get away and get some much needed rest and relaxation. Your jobs are tough and demanding but providing the best education possible for the young people, entrusted to your care, requires no less effort. Best wishes for an excellent school year. I encourage you to contact our Financial and Administrative Services staff if you have questions or need assistance.

Roger Dorson

### School Finance

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<http://dese.mo.gov/divadm/finance/>



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